

SHORT TENDER DOCUMENT  
FOR  
HIRING OF ARTICLES,  
SOUND AND LIGHTING  
SERVICES FOR 4<sup>th</sup> CONVOCATION  
AT  
KOLHAN UNIVERSITY, CHAIBASA

## **Kolhan University, Chaibasa**

### **Short Inviting Tender (SIT)**

A) Kolhan University ,Chaibasa, Jharkhand invites sealed short term tenders for Sound & Lighting services for 4<sup>TH</sup> Convocation as per the details given below:-

01.	Last Date & Time for receipt of Bids	6-3-19 up to 2:00 p.m in the office of Registrar, Kolhan University, Chaibasa.
02.	Time & Date of opening	6-3-19 at 4:00 p.m The Kolhan University, Chaibasa.
03.	Date of Convocation	12 <sup>th</sup> March 2019
04.	E.M.D (by DD in favors of Registrar Kolhan University, Chaibasa)	Rs.25,000/-

B) Pre- Qualification Conditions and Eligibility Criteria:-

(Please attach Necessary supporting documents for all in Bid envelope)

1. Should possess all statutory requirements with appropriate License from competent authority.

(a) Labour License.

(b) G.S.T Registration No.

(c) Shop and Establishment registration certificate and

(d) PAN card and other statutory requirements with appropriate license from competent authority.

e) The tenderer should furnish the details in the envelope financial (Rates) & Technical Bid. The University reserves the right to accept/reject or assign the work to one or two parties without assigning any reason what so ever.

f) Tender document DD of Rs:-1,000/- in favor of Kolhan University, Chaibasa needs to be submitted as non-refundable tender fee. The tender without requisite fee will be rejected.

g) Firm/Agency agreeing to the terms & Condition and satisfying the eligibility, criteria may submit their tender in the office of Kolhan University, Chaibasa giving the requisite documents and information along with their offer.

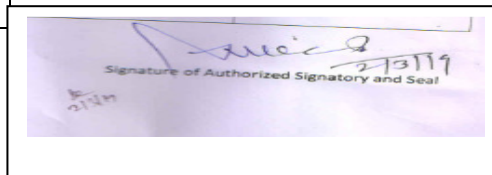
- h) All Pages of tender should be signed by the authorized signatory of the company/firm.
- i) Tender shall be opened in the presence of their representatives if any present at the time of opening of bid.
- j) Kolhan University, Chaibasa reserves the right to accept/reject/split/cancel the Tender in full or part, without informing affected firms .Including on liability whatsoever.
- k) In case of any dispute, the decision of Vice Chancellor, Kolhan University, Chaibasa will be final and binding on the parties.
- l) It shall be deemed that the bidders have undertaken a visit to Kolhan University, Chaibasa and are fully aware of the scope of work prior to the submission of the tender document.
- m) Labour License
- n) Company Profile.

## Technical Part

01.	Name of the Firm/Agency	
02.	Status of the Firm/Agency (with supporting documents)	Proprietary/Partnership/Limited/Joint Venture (specify)
03.	Postal Address	
04.	Telephone Nos.	
05.	Email and website	
06.	Year of Establishment	
07.	Activities/services offered	
08.	PAN No.	
09.	Gst. Registration No.	
10.	Particulars of head of Organization and Directors. Partners of Organization with Names, PAN No., complete address, phone Nos. etc.	
11.	Experience in doing three similar work each not less than 25.00 lakh in Govt. Department/ University (for Convocation purpose only)	
12	The Tenderer should have experience of at least 5 years in similar work. Certificates and testimonials of state and other universities for similar type of jobs for organizing convocation must be enclosed.	
13	Audited Balance sheet of last three years turnover not less than 2.00 Crores.	
14	E.M.D. Rs. 25,000/- in shape of D.D	
15	Labour Licence	
16	Any other Items as per requirement	

Date:-

Place:-



The image shows a handwritten signature in blue ink over a purple stamp. The stamp contains the text "Signature of Authorized Signatory and Seal" and the number "213119". There is also a small handwritten number "213119" next to the stamp.

Signature of Authorized Signatory and Seal

## **Main Terms, Condition & Important Instructions:-**

1. The work is to be executed as per work order.
2. The selected firm will have to handover the complete full proof work 48 hours before the start of the event.
3. Dismantling is to be started immediately after completion of event and to be completed at the earliest.
4. Transportations of all items to site and back from site is total responsibility of the firm.
5. All materials should be new of standard quality and decent. The fabric to be used will be approved by the University and it should be of white color only.
6. All items (Sofa Chairs/Carpet/ tables etc.) should be in good conditions & will be cleaned by agency's staff after putting it on appropriate places.
7. Quantities requirements and specifications given are approximate and may vary as per site conditions and few items may be deleted/ added/modified. If needed.
8. Payment will be made as per actual hired quantities put in use.
9. Rate must be quoted on unit basis (including transportation. Labor installation etc) in the price schedule only including all taxes ( if any)
10. The agencies are requested to see proposed site, understand the work and agree to all the terms and conditions of Kolhan Universtiy, Chaibasa given above.
11. All wirings have to be provided by the firm from the source to be specified by Kolhan University, Chaibasa and all the safety parameters must be followed Proper electrical connections to made so as to avoid any hazard due to the work entrusted with the contractor. All electrical joints must be properly insulated so as to avoid short circuiting and fire.
12. For any emergency situation the contractor will provide solution related to his work at no extra cost.
13. All the material used should be of very high quality. Appropriate deduction will be made from the bill which is not of good quality.
14. As the Convocation is an important function of the University timely completion of work and high quality material would be the deciding factor in award of work. A Committee in this regard will inspect the material to be used before award of works.
15. All works related to Convocation etc. should compulsorily be completed two days before commencement of event so that any modification/ alternation can be made in time.
16. Rates will be compared on the basis of grand total and not on the basis of individual items.
17. All works related to this tender should be completed to entire satisfaction of Kolhan University, Chaibasa will have the right to cancel the work order

forfeit the earnest money and further no payment will be made in that case.

18. All precautionary safety measures should be adopted by the agency in erecting hangers tents fixing lights etc. The University shall not be responsible for any miss-happening and loss caused due to the agency's negligence.
19. The representatives of the firm should be available on also on mobile to enable this University to call them in emergency situation. Therefore telephone as well as mobile nos. will also be provided to Kolhan University, Chaibasa.
20. Tenders received without EMD or Incomplete Tenders would be rejected.
21. No advance payment will be made.
22. Final payment of the agency will be released after successful completion of event and after deducting all Govt. taxes.
23. Quantities of various items can be increased or decreased as per site requirement.

**Note: Bidders are requested to visit the site for the assessment of required infrastructure before participating in tender process.**



## Price-Part ( to be submitted separately)

Sl.no	Description of Work	Quantity	Unite Rate	Amount (Rs)
<b><u>I. Preparation Of Higher Structure, Stage, Green, Room, Welcome Gate Etc.</u></b>				
1	Stage Design	As per requirement		
2	Decoration of Green Rooms, Ladies & Gents Toilets, Near Stage/in the convocation hall.			
3	Backdrops & Frontdrops on Table & Dias etc. Premises Branding with colorful Designs			
4	Erection of flag Poles inside & outside of Convocation Premises with colorful designs	50		
5	Erection on iron Pillers & Branding of University Gate size 25ft X 4ft Backlit Flex. Welcome Gate (Designed with Theme) with eight pillers.	3 nos.		
6	Signage's – on Flex & Vinyl Mounted on Frame/Sun board. a. Directional signage Outside the Convocation area (4ft x 3ft) as per requirement.	4 nos.		
7	Stage for Media size (Rate to be provided on sq. basis)	As per site requirement.		
<b><u>II. Electrical Wiring And Installation Of Electrical Equipments Like Fan, Cooler, A.C And Provision Of Generator (375 Kva) With Diesel.</u></b>				
1	Internal Wiring & installation of Electrical equipments like Fan's, Table/ Ceiling, Coolers as required.			
2	Generator & Backup Power with Diesel.(375 KVA)			
3	AC 5.5 tons on Stage (Two Units) And in hall.	As per requirement.		
<b><u>III. Supply Of Furniture, Audio &amp; Sound System, Flower Decoration &amp; Other Supplies For Convocation</u></b>				

1	<b><u>Furniture's &amp; Fixtures</u></b>			
	a. Steel sofas with white Cover	50 nos.		
	b. VVIP Chairs with towel	10 nos.		
	c.VIP Chair with cover	200 nos		
	d. Centre Table	25 nos		
	e. Podium with Branding	2 nos.		
2	Audio & Sound Equipment, Cordless mikes, Speakers inside & outside Walkie Talkie headset. (Complete as per Govt. VVIP Functions)			
3	Ceremony, Lamp, Candle, Ghee, Ribbons, Balloons etc. Flower Decoration & Bouquet Arrangment for Inaugural & Closing Ceremony.			
4	a) Red Carpet in V.V.I.P Area, passage, pandal and inside the hangers b) Green PVC net Chatai	As per site requireme nt.		
5	Cloth Masking in wooden Frame Design in Required places (price/Sqft)	As per requireme nt		
6	Barricading ( Mojo & Steel pole Chain) required Places			
7	Sunmica Tray with Red Velvet cover	10nos		
8	Fire Extingbishers	10 nos		
9	L.E.D Screen size 8 X 12 = with scaffolding stage 04 ft Hight	7 nos.		
10	LED Platfrom – 04 Ft Hight in Iron Scalfolding Size 16 X 4	7 nos		